

**MARIN COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

The regular meeting of the Personnel Commission will be held on
Monday, June 26, 2023 beginning at **3:30 p.m.**
in the Board Room and via teleconference / videoconference.

To join by phone: dial (669) 444-9171, Meeting ID: 834 368 9903
(if asked for a participant ID- press #)

To join by videoconference: click <https://us02web.zoom.us/j/8343689903>

AGENDA

1. Call to Order Dr. Zerkel
2. Roll Call Ms. Edmunds / Mr. Richardson
3. Approval and Adoption of Agenda..... Dr. Zerkel
4. Introduction of Guests and Identification of Persons Wishing to address the
Commission on items not on the agenda..... Dr. Zerkel

This is an opportunity for the public to make comments related to Personnel
Commission business concerning matters not on the agenda. The time allotted for a
comment shall be five (5) minutes. No action can be taken by the Personnel
Commission unless the matter is placed on a subsequent agenda.
5. Approval of May 22, 2023 Minutes Dr. Zerkel
6. FCMAT Study Update Ms. Edmunds / Mr. Richardson
7. Classification Study Update Ms. Edmunds / Mr. Richardson
8. Discussion of Personnel Commission 2022-23 Final Goals Report Ms. Edmunds / Mr. Richardson
9. Approval of Personnel Commission 2022-23 Final Goals Report..... Dr. Zerkel
10. Personnel Director's Report Ms. Edmunds / Mr. Richardson
11. Reports and Items Introduced by Commissioners Dr. Zerkel
12. Adjournment Dr. Zerkel

Notices:

Members of the public shall have the opportunity to address the Personnel Commission on items on the agenda before or during the Commission's consideration of the item. The time allotted for comment shall be five (5) minutes.

Additional materials available in the Personnel Office between 8:00am and 4:00pm and at www.marinschools.org under **Personnel Commission**.

The Marin County Office of Education adheres to the Americans with Disabilities Act. Should you require special accommodations, or more information about accessibility, please contact Tracee Edmunds at 415-499-5854. All efforts will be made for reasonable accommodations.

**MINUTES
MARIN COUNTY OFFICE OF EDUCATION
Personnel Commission
Monday, May 22, 2023**

The regular meeting of the Marin County Office of Education Personnel Commission was held in person and accessible via video conference on Monday, May 22nd, 2023.

1. Dr. Zerkel convened the meeting at 3:30 p.m.

Call to Order

2. Present for the meeting were Commissioners Catherine McKown, Paulette Foster, and Dr. Arline Zerkel. The staff was represented by Tracee Edmunds, Jason Richardson, and Mirna Errou. Guests: Christine Franceschi – CSEA 2nd Vice President and Peggy Allen-Winslow – CSEA Job Steward.

Roll Call/Guests

3. Motion, seconded, and carried, McKown/ Foster; the matter passed 3-0 to approve and adopt the agenda as recommended.

Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.

Agenda Approved

4. Dr. Zerkel invited the public to comment on items not on the agenda.

Public Comment

5. Motion, seconded, and carried, Foster/ McKown; the matter passed 3-0 to approve the minutes.

Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.

Minutes Approved

6. Ms. Edmunds and Mr. Richardson provided an update on the classification study for the Occupational Therapist (OT), Licensed Vocational Nurse (LVN), and Paraeducator. The drafted job description for the Occupational Therapist (OT) and the Licensed Vocational Nurse (LVN) were reviewed with the incumbents, special education administration, and the cabinet.

Feedback was received from Paraeducator with 60% participation in the survey. There were two informational meetings with CSEA and Paraeducators incumbents in April and May. Updates will continue to be provided.

Classification Study Update

7. Motion, seconded, and carried, McKown/Foster; the matter passed 3-0 to approve the drafted job descriptions for the Occupational Therapist and the Licensed Vocational Nurse. Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.

Ms. Edmunds and Mr. Richardson provided a review of proposed drafted job description for new positions:

- Administrative Specialist I
- Administrative Specialist II
- Assistant Special Projects Manager
- Special Projects Manager

Motion, seconded, and carried, Foster/ McKown; the matter passed 3-0 to approve the position titles for the drafted new positions.

Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.

Classification Title Approvals

8. Discussion of proposed amendments to the 2023-24 Personnel Commission Meeting Calendar was held.

2023-24 Meeting Calendar

9. Motion, seconded, and carried, McKown/Foster; the matter passed 3-0 to approve the 2023-24 Personnel Commission meeting calendar.

Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.

2023-24 Meeting Calendar Approval

10. Held public hearing for amended 2022-23 Personnel Commission Operating Budget.

Public Hearing 2022-23 Budget Revision

11. Motion, seconded, and carried, McKown/ Foster; the matter passed 3-0 to approve the 2022-23 Personnel Commission Operating Budget.

Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.

2022-23 Budget Approval Revision

12. Held public hearing for amended 2023-24 Personnel Commission Operating Budget.

Public Hearing

13. Motion, seconded, and carried, Foster/ McKown; the matter passed 3-0 to approve the 2023-24 Personnel Commission Operating Budget.

Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None.

14. Ms. Edmunds & Mr. Richardson reported on the following:

**Personnel Director's
Report**

- Update on the window project. Start date pushed to July 2023.
- June review of Merit Rules, specifically in the area on layoff for classified employees.
- Update on classified professionals' day (April 26) and staff appreciation (May 18).
Year end retirement celebration (June 1).
- 2024 CSPCA Conference will be held on March 3-5, 2024.
- Personnel Department update.
- Walker Creek Ranch reopening.
- Training opportunities for MCOE staff: We had 8 trainings in the past 8 weeks.
- Updates on local handling of the Covid-19 pandemic.
- Review of the status report for the period of April 22, 2023 to May 19, 2023. Current leaves, resignations, and vacancies were reviewed.

15. Dr. Zerkel invited Commissioners to report on items not on the agenda.

Reports/Items

16. Motion, seconded, and carried, McKown/ Foster; the matter passed 3-0 to adjourn the meeting.
Ayes: Foster, McKown, Zerkel; Noes: None; Absent: None. Dr. Zerkel adjourned the meeting at 4:49pm

Adjournment

Tracee Edmunds
Secretary

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Paraeducator Survey--Classification Study

Please complete the following survey to the best of your ability. There will be a comment section at the end if you have additional information or questions to submit. Thank you!

* Indicates required question

1. Name *

2. Email *

3. Phone Number: *

4. Work location *

5. Time in position *

6. Supervisor's Name and Job Title *

7. **Major Function:** Briefly state the overall purpose of your job. Why does the job exist? *

8. **Duties and Responsibilities:** Please check all the major duties associated with your position. (Check all that apply.) *

Check all that apply.

- ☐ Assists certificated staff in classroom programs and training by reinforcing instructions and providing behavioral examples in social, emotional, and functional skills adapted to challenged individuals.
- ☐ Interacts with students in their activities, encouraging performance, observing progress, and sharing observations with the teacher.
- ☐ Participates in lesson and program planning, staff meetings, and conferences.
- ☐ Provides a supportive relationship with the student under the supervisor's direction to foster learning in an atmosphere of acceptance.
- ☐ Supports the goals and objectives of classroom activities by preparing materials, obtaining required supplies or equipment.
- ☐ Performs clerical tasks and operates office equipment in the preparation of learning materials.
- ☐ Actively works with students during an activity, and assists with clean-up after an activity.
- ☐ Provides necessary supervision in such activities as field trips, rest time, playground/yard, meal service, and the arrival and departure of students.
- ☐ Reinforces training and/or instruction by tutoring students in motor and perceptual skills; oral, reading, spelling, and math skills; and work training programs.
- ☐ Assists in maintaining discipline and order in the classroom.
- ☐ Assists in the grading and correction of work and activities.
- ☐ May assist in developmental program, which includes language, gross, and fine motor, cognitive, social, emotional, and self-help skills.
- ☐ Assists students in special training regarding dressing and eating skills, personal hygiene, and grooming.
- ☐ Follows required safety and health techniques such as, but not limited to, feeding, toileting, catheterization, suctioning, lifting, use of adaptive equipment and materials.
- ☐ Follows universal health precautions as it relates to the employee/student safety.
- ☐ May be required to perform a variety of routine custodial duties as related to student needs.

9. **If you have any additional duties of your job please list them here. SKIP QUESTION IF NOT APPLICABLE**

10. Who you do receive work direction from? (Check all that apply) *

Check all that apply.

- ☐ Classroom Teacher
☐ Program Manager
☐ Site Administrator
☐ Other Special Education Staff
☐ Other

11. If you selected "Other" above, please explain:

12. Who reviews your work in progress, or when completed? *

13. Who or what reference sources do you go to if you have questions about your work? *

14. List the typical problems and/or challenges of your job. Explain why they are difficult or complex. *

15. Describe specific responsibilities your position has for making decisions, and taking action, in order to properly do your job without having to seek clearance from your supervisor or other authority. *

16. Are you expected to write, compile, or prepare special reports? *

Mark only one oval.

☐ Yes

☐ No

17. If yes, what are the reports about?

18. List the various types of equipment you must operate.

19. Do you also repair, service, or maintain equipment? *

Mark only one oval.

☐ Yes

☐ No

20. If yes, describe type:

21. Estimate the range of weights of items that you must lift and/or carry, and the number of times a day this occurs: (ex. 10-25lbs; 3-5 times per day) *

22. Does your job require...: (check all that apply)

Check all that apply.

- ☐ Stooping
- ☐ Climbing
- ☐ Twisting
- ☐ Reaching
- ☐ Kneeling
- ☐ Squatting
- ☐ Crawling
- ☐ Working in awkward positions

23. If you checked any above, please explain

24. Describe your work environment. Does it include...? (Check all that apply): *

Check all that apply.

- ☐ School settings including classroom, playground, and or common areas at a school site
- ☐ Being out in the community / job sites
- ☐ Exposure to bodily fluids, blood-borne pathogens, or volatile behavior
- ☐ Other: _____

25. If you selected "Other" above, please explain:

26. Do you have responsibility for work direction of others (distributing work to others, * receiving work of others, assigning persons to specific work, and training other employees)?

Mark only one oval.

☐ Yes

☐ No

27. Describe the part of your job which most challenges your thinking *

Specialized Knowledge, Skills and Abilities:

What qualifications are needed for your job (whether acquired in formal training or on-the-job experience)?

28. This job requires knowledge of: *

29. This job requires skills in: *

30. This job requires the ability to: *

31. If you use languages other than English on the job, please provide details:

32. List any additional information not included in your previous answers that would help someone better understand your position (i.e., any special assignments or projects not described herein):

Personnel Commission Goals- FINAL REPORT

2022-23

- Encourage the continuation of the job description and classification review process, including dedication of resources needed. The work will standardize employment requirements in job descriptions for all classified positions. Highest priority for classifications to be reviewed shall be based on factors such as:
 - Number of employees
 - Length of time since past position review
 - Other factors identified by the Personnel Commission and staff

STATUS: COMPLETED- The Commission staff remain committed to reviewing and completing classification studies in accordance with the drafted 5 year cycle plan. Staff have completed 1 classification and are progressing significantly on the other three classification studies in the instructional series, anticipating completion in Summer 2023.

- Focus on enlarging applicant pools to include candidates who are reflective of our student population by reviewing advertising options such as social media and educational entities, including trade schools, and hosting classified position- specific job fairs and information sessions.

STATUS: COMPLETED - Review was completed and application process was made more accessible by removing required items recognized as a barrier (letters of recommendation, interview questions) and diversifying the interview panels. Recruitments continue with a focus on diversity, equity, belonging, and inclusion with a goal of having our staff demographics be reflective of our student population.

- Promote and achieve significant efficiencies in the on-boarding and welcoming process of new hires by moving to web-based electronic forms/ documents and providing expanded orientation opportunities.

STATUS: IN PROGRESS- Significant progress has been made in moving the virtual on-boarding paperwork platform. We are in final stages of testing and anticipate rolling out the new product in the new school year.

STATUS OF OPEN CLASSIFIED POSITIONS - May 20 – June 23, 2023

POSITION	POSITION/ HOURS	POSTING DATE	CLOSING DATE	PAPERSCREENING	1ST INTERVIEW	FINAL INTERVIEW
Accounting Assistant	3	12/5/22	Open Until Filled	Ongoing	Ongoing	TBD
Accountant	3	5/16/23	Open Until Filled	BB, RJ, KL, JR, AT	5/2/23 5/18/23 6/14/23	HIRED: OWEN CLAPP STEPHEN O'NEILL
Business Services Manager	1	5/15/23	Open Until Filled	BB, RJ, KL, JR	Ongoing	TBD
Senior Director of Business Services	1	6/16/23	6/30/23	7/3/23 BB, RJ, KL, JR, AT		TBD
Administrative Secretary	2	6/12/23	Open Until Filled	Ongoing		TBD
Senior Administrative Secretary	2	5/15/23	Open Until Filled	Ongoing	Ongoing	HIRED: SHANNON FULLER
Executive Secretary (Non-Confidential)	1	4/20/23	Open Until Filled	Ongoing	Ongoing	TBD
Executive Secretary (Confidential)	1	4/25/23	Open Until Filled	Ongoing	Ongoing	TBD
Paraeducator SPED	4	4/24/23	Open Until Filled	Ongoing	Ongoing	TBD
Paraeducator ALTED	2	3/3/23	Open Until Filled	Ongoing	4/24/23	TBD
Ranch Worker	1	6/12/23	Open Until Filled	Ongoing	Ongoing	TBD
Ranch Cook	1	4/27/23	Open Until Filled	KJ, PM, RO, JR	6/8/23	HIRED: GENEVIEVE DUDIK
Ranch Naturalist	5	4/25/23	Open Until Filled	KJ, PM, RO, JR	5/25/23	HIRED: ROBIN MOYNIHAN OWEN MYLOD YEE MATAAN PEER

LEAVES	RESCINDS (ACCEPTED)	TERMINATIONS	RESIGNATIONS/RETIREMENTS
JG 4/10/23 – 6/30/23 MI 5/4/23 – 6/13/23			Juan Colonia – 0 days

New Hires

As of 6/23/2023

Classified New Hires & Changes

Owen Clapp, Accountant

- Holds a Master of Library and Information Science.
- Worked as an Accountant at Miller Creek School District.
- Volunteers at the Marin County Fire Department.

Genevieve Dudik – Ranch Cook

- Has been working for MCOE as an extra hire for this position since March 2023.
- Worked at Oliver's Market as a Sous Chef.
- Had her Self-Catering business.

Shannon Fuller, Senior Administrative Secretary

- Was promoted from the Administrative Secretary position.
- Holds an Associate of Arts in Cosmetology.
- Has been working in the administration field since 2013.

Robin Moynihan – Ranch Naturalist

- Has been working for MCOE as an extra hire for this position since January 2023.
- Holds a Bachelor of Science in Environmental Studies.
- Worked as an After School Teacher at Burlington School District.

Owen Mylod Yee – Ranch Naturalist

- Holds a Bachelor of Science in Environmental Studies.
- Worked as a Naturalist at San Mateo Outdoor Education.
- Worked as a Program Director at Optimist Volunteers for Youth Camp.

Stephen O'Neill, Accountant

- Holds a Bachelor's in Business Administration with a concentration in Accounting and Marketing.
- Worked as a Senior Accountant for three years.
- Worked as a Tax Preparer / Auditor for two years.

Mataan Peer – Ranch Naturalist

- Has been working for MCOE as an extra hire for this position since January 2023.
- Holds a Bachelor of Arts in Computer Science.
- Fluent in English, Spanish, and Hebrew.